

**2015–16 SOUTH CAROLINA DEPARTMENT OF EDUCATION
MONITORING INSTRUMENT - DESK AUDIT**

MIDDLE SCHOOL

DISTRICT/SCHOOL: _____ **DATE OF REVIEW:** _____

REVIEWER: _____ **ACCREDITATION STATUS:** _____

DESK AUDIT		
LEGISLATION	COMPLIANT	COMMENTS
PERSONNEL		
1. The principal, assistant principal and/or curriculum coordinator, media specialist, and guidance counselor are properly certified. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
2. All teachers <u>are properly certified</u> and all teachers of core content subjects are highly qualified <u>for the courses taught</u> . [R43-205, 20 U.S.C. § 6301 et seq. (2002)]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
3. Each person employed as a school nurse holds a current license issued by the State Board of Nursing as a professional registered nurse or as a licensed practical nurse who is working under the supervision of a professional registered nurse. [R43-205]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
CURRICULUM AND INSTRUCTION		
4. Instruction is provided for all required subjects as outlined by the Defined Program, Grades 6–8: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language, and visual and performing arts. Instruction is also provided in environmental education, age-appropriate drug and alcohol education, and black history. [R43-231]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
5. Students receive instruction in comprehensive health education for 250 minutes per week for 9 weeks; or five (50) minutes classes per week for 9 weeks, both of which must total the equivalent of 37.5 hours per week. [§59-32-30]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

6.	At least one elective of an occupational exploratory must be scheduled. Programs in areas such as, but not limited to, industrial technology education (grades 7–8), keyboarding, computer literacy, and career exploration may be included. [R43-232]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
7.	Locally designed elective courses are approved by the local school board. [R43-234]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
OPERATIONS AND PROCEDURES			
8.	Instruction in the subject areas shall be scheduled for a minimum of eighteen hundred (1800) minutes or thirty (30) hours per week, including lunch , or the equivalent on a yearly basis: English language arts, mathematics, science, social studies, health and safety, physical education, foreign language, and visual and performing arts. [R43-231, §59-1-425]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
9.	No special education teacher's daily teaching load exceeds the student-teacher ratios established by regulations. [R43-205] <i>(Teaching load is the total number of students taught in a day.)</i>	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
10.	A staff development program has been implemented that meets national professional development standards, provides participants the knowledge and skills necessary to implement strategies, and coordinates local, state, federal, and private funding sources. [R43-261]	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	

OTHER		
LEGISLATION	COMPLIANT	COMMENTS
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	
	<input type="checkbox"/> MET <input type="checkbox"/> NOT MET	